

Kickapoo Tribe in Kansas Position Description

Position: Environmental Specialist/GIS Technician

Status: Full time w/Benefits – Nonexempt

Supervisor: Natural Resource Director

Position Summary: The Environmental Specialist will work primarily on the Tribal Section 103 of the Clean Air Act Grant and perform related GIS duties as assigned by supervisor. However, opportunities will be presented to assist on a variety of task associated with environmental protection, land data collection, and develop planning maps, regulations, and tribal environmental capacity building goals.

Knowledge, Skills, Abilities, and Responsibilities:

1. Researches funding sources for environmental programs and writes proposals to secure continued funding and new funding for these program goals.
2. Coordinates environmental education and community awareness activities and displays at public events, employee meetings, Kickapoo Nations School, and Head Start and tribal newsletters.
3. Gathers current, scientific, and regulatory data for environmental education materials.
4. Examines and prepares charts, tables, maps, and other pertinent documents for the interpretation of data; and prepares reports of findings and analyses.
5. Working knowledge of the principles of natural science as related to environmental control.
6. Working knowledge of the current principles, techniques, and terminology relating to the environment and its effect on public health.
7. Shall possess excellent verbal and written skills and be able to communicate ideas and concepts adequately.
8. Shall comprehend and interpret environmental control laws, rules and regulations.
9. Working knowledge of G.I.S. using Arc View and G.P.S.; experience using graphics and photo software.
10. Networks with national, regional, tribal, state, and local governmental agencies; primarily at quarterly EPA Region VII RTOC meetings.
11. Attends trainings as assigned by supervisor, primarily through the Institute for Tribal Environmental Professionals.
12. Shall possess a valid driver's license in state of residency and be fully insurable under tribal insurance policy and keep current throughout employment.

13. Through knowledge of computer word processing, spreadsheets and data filing systems.
14. Designs and produces maps, performs spatial queries and geoprocessing tasks, along with some GIS analyses in response to various needs and requests.
15. Performs other related duties as required to meet the needs of the department and tribal operations as assigned by supervisor.

Required Education/Experience:

1. Bachelor's Degree (preferred) in Environmental Science, Geography, Ecology, Computer Science or related field or equivalent experience. Demonstrated computer aptitude, including experience in computer applications and project implementation involving GIS and database design and administration.
2. Associates of Arts Degree in Environmental Science or other related field with minimum of two (2) years demonstrated experience in environmental field and proficiency with variety of GIS concepts, practices, and procedures.
3. Familiarity with U.S. Environmental Protection Agency funding sources.
4. Shall possess 6+ month's specific to ArcGIS version 8 or higher (current version Arc 9.2) and any AutoCAD knowledge is a plus, but not required.

**I CERTIFY THAT I HAVE READ THE POSITION DESCRIPTION,
IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY
DUTIES AND RESPONSIBILITIES AS STATED HEREIN.**

(Initial you have read _____)

"I shall be responsible to store or dispose of professional records in ways that maintain confidentiality."

"I shall possess a professional attitude which upholds confidentiality toward colleagues, Tribal Council, Kickapoo Community members, applicants and any sensitive situations arising within."

"I, upon termination, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive materials regarding my employment within."

I understand that violation of the confidentiality statement may be grounds for immediate dismissal."

Employee Signature

Date

Revised 2/27/2008